



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Helen Green, Treasurer  
Gene Green Congressional Campaign  
P.O. Box 16128  
Houston, TX 77222

Identification Number: C00254185 APR 4 2000

Reference: Year End Report (7/1/99-12/31/99)

Dear Ms. Green:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A of your report discloses contributions from political committees, but fails to include the complete name. Reporting only the name of the connected organization, abbreviating the name of the committee or using an acronym is inadequate.

-For future reports, please be advised that contributions to other committees or charitable organizations are not operating expenditures. These amounts should be disclosed on Line 21 of the Detailed Summary Page and itemized on a separate Schedule B.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in dark ink, appearing to read "Adam Ragan", is written over a horizontal line.

Adam Ragan  
Reports Analyst  
Reports Analysis Division